

Attach check or money order
DO NOT SEND CASH

APPLICATION FOR CONVERSION OF A STANDARD TO A MASTER EDUCATOR LICENSE

Board of Educational Examiners
Use Only

(Note: You may not convert your license earlier than one year from its expiration date.)

INSTRUCTIONS: (Incomplete applications may be returned.)

Revised 2/08

Conversion Requirements

1. One may not obtain a Master Educator License until one obtains a Master's Degree in an educational field and has taught for five years.
2. To convert the Standard license to the Master Educator License at the time of renewal, the holder of the Standard License must have earned six renewal credits within the term of the license (after issue date and before expiration date) and must send in the official transcripts.
3. Submit transcripts indicating a Master's Degree in a recognized endorsement area, or in curriculum, effective teaching, or a similar degree program which has a focus on school curriculum or instruction.
4. Submit verification of five years of properly endorsed teaching experience.
5. Complete and have the administrator complete the appropriate section on this form.
6. Attach a copy of a certificate verifying completion of the new child and dependent adult abuse reporter training.
7. The application packet must include a completed application, official transcripts, \$85.00 nonrefundable application fee, child and dependent adult abuse reporter verification, and applicable late fees.

Application Requirements

1. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.**
2. LATE RENEWAL FEE. An additional fee of \$25.00 per calendar month, not to exceed \$150.00, shall be imposed if a renewal application is submitted after the date of expiration. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
3. The only coursework acceptable for renewal from a non-Iowa institution is coursework that has been completed for undergraduate or graduate credit. Please be aware that some institutions may indicate that the course work is graduate level course work but graduate credit is not provided. Professional development units are provided instead. Professional development units and staff development credits completed at a non-Iowa institution are not acceptable. Continuing education units (C.E.U.s) are not acceptable for renewal.
4. If a license is not renewed before the expiration date, the semester hours of credit presented for its renewal must have been completed within the five-year period immediately preceding the date of application for renewal.

Name changes require a photocopy of official legal documentation.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
 - ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

Experience verification form: To be completed by your school Administrator. In Iowa, signer must hold a valid evaluator license or endorsement.

I hereby verify that the applicant in Form #1 served successfully as a teacher in this school district between the following dates:

_____ - _____ - _____

_____ - _____ - _____

School District/AEA

City

State

List specific subjects taught: _____

Signature of Administrator

Date

Typed or Printed Name of Administrator

Folder # of the Administrator OR Social Security Number

If teaching experience is completed in more than one school district, each school district must verify the number of days taught and grade level. Use official school letterhead for additional verification.